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DDI Registry
79-2222/2

2 AUG 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: James H. McDonald
Director of Logistics

SUBJECT: Experimental Flexible and Compressed
Work Schedules

REFERENCE: Proposed HN, same subject

1. This memorandum contains a recommendation for your action in regard to the adoption of a flexible and compressed work schedule for the Agency.

2. A Headquarters Notice, yet undistributed but signed by the DDCI, authorized a three-year experimental program with flexible and compressed work schedules. Any large-scale implementation of this program will create requirements for extended support services. The Office of Logistics currently operates 10 hours or more per day in certain functions to support the normal work schedule of eight hours per day, five days a week. Flexible hours will require support 10 hours per day, five days a week. Resources are not available within the Office to augment services currently provided.

3. The primary impact of flexible hours on logistical service is in the motor pool operation, pneumatic tube system, and mail and courier service. In addition, GSI will be pressured to extend cafeteria hours, and GSA will have to adjust its building maintenance and utility support. For your information, the current operating schedule for services is enclosed as an attachment.

4. Similar to the impact on Logistics, other support offices will also be affected. It is recommended that views be sought from each office to identify the total impact on Directorate resources. Unless resources can


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be made available to extend services, it is recommended that the Headquarters Notice be amended to reflect that services will remain at current levels and that this fact should be taken into consideration by any component choosing to implement the new schedules. If it is too late to amend the Headquarters Notice, it is recommended that notification of limitation on services be provided to all senior administrative officers and chiefs of support.

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James H. McDonald

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ATTACHMENT

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CURRENT OPERATING SCHEDULES

Cafeteria	South	7:30 a.m. - 3:30 p.m.
	North	11:00 a.m. - 1:30 p.m.
		5:00 p.m. - 6:00 p.m.
Motor Pool		7:15 a.m. - 5:15 p.m.
Mail and Courier*		8:00 a.m. - 5:00 p.m.
Pneumatic Tube		8:00 a.m. - 5:00 p.m.

* Courier service is available 24 hours each day on a skeleton basis. This is the core hour schedule.

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